

Guidelines – Arrest for Impaired

| | | | |
|------|---|------|---|
| Time | MV stop | Time | <i>Driver</i> out of cruiser, handcuffed, searched |
| | MV Stop Info... | | PC X arranged for removal of the MV |
| | Observations prior to pulling the MV over | | <i>Driver</i> placed in back of cruiser |
| | Approached on driver side while PC X approached on passenger side | | Note who took possession of the MV and care of the passengers (if any) |
| | <i>Driver's</i> response when saw police | | E/R to 10-19 |
| | Spoke with the driver | | 10-19, 10-7 |
| | Advised <i>driver</i> of the reason for the stop - RIDE check, check for sobriety, improper | | Asked <i>driver</i> if he wanted to speak to a lawyer? Ans: |
| | Detected odor of alcoholic beverage on the <i>driver's</i> breath | | Explained and offered the <i>driver</i> to speak to a DC? Ans: |
| | Observed <i>driver's</i> eyes, speech, odor, balance, general slowness | | PC Jack places a call for lawyer/DC |
| | Made a demand for the <i>driver's</i> DL, ownership, insurance | | Lawyer/DC <i>Name</i> returns call |
| | Observed <i>driver</i> fumbling with the documents when retrieving them | | <i>Driver</i> on the phone in booth with lawyer/DC |
| | Have you consumed any alcoholic beverages in the last 8 hours? | | Provided grounds to <i>Breath Tech</i> |
| | <i>Driver:</i> note what the driver says | | <i>Driver</i> completed call with lawyer |
| | Formed grounds | | Are you satisfied? Ans: |
| | Last drink? Ans: | | Custody to <i>Breath Tech</i> |
| | BSD - AST U? Ans: | | <i>Breath Tech</i> reads caution U? Ans: |
| | <i>Driver</i> placed in back of cruiser | | <i>Breath Tech</i> reads second caution U? Ans: |
| | Prepare Alcotest 7410 GLC S/N ABCD XXXX Calibration date and name: | | <i>Breath Tech</i> demands BSD – Intoxilyzer Test U? Ans: |
| | Demonstrated use of Alcotest 7410 GLC and found it to be working correctly | | First sample: registered reading: XXXmg of alcohol in 100ml of blood (did not meet pressure requirements) |
| | Showed to <i>driver</i> '000' result from my breath sample | | <i>Driver</i> lodged in cell #: |
| | <i>Driver</i> provides first breath sample, device shows 'xxx' as a result (and resets itself) | | Second sample: registered reading: XXXmg of alcohol in 100ml of blood |
| | <i>Driver</i> provides second breath sample, device shows 'F' as a result | | <i>Breath Tech</i> returns <i>driver</i> into my custody |
| | Told <i>driver</i> he is under arrest for: "Operate MV with blood/alcohol concentration over 80 mg." Explained the offence and the charge | | <i>Driver</i> lodged in cell # to complete paperwork |
| | RTC U? Ans: | | Called XXX at xxx-xxxx to advise come get <i>driver</i> |
| | Lawyer? Ans: | | <i>Driver</i> released on PTA with OIC Undertaking |
| | CC U? Ans: | | Comments from <i>driver</i> |
| | BSD – B/IT? Ans: | | Cooperative/disrespectful, blames oneself/officers for what happened, takes/abstains from responsibility, what happens with my job now? |

Guidelines – Arrest for Impaired Operation of MV

MV stop

MV Stop Info...

Observations prior to pulling the MV over

Approached on driver side while

PC X approached on passenger side

Driver's response when saw police

Spoke with the driver

Advised driver of the reason for the stop - RIDE check, check for sobriety, improper

Detected odor of alcoholic beverage on the driver's breath

Observed driver's eyes, speech, odor, balance, general slowness

Made a demand for the driver's DL, ownership, insurance

Observed driver fumbling with the documents when retrieving them

Have you consumed any alcoholic beverages in the last 8 hours?

Driver: note what the driver says

Formed grounds

Last drink? Ans:

BSD - AST U? Ans:

Driver placed in back of cruiser

Prepare Alcotest 7410

GLC S/N ABCD XXXX

Calibration date and name:

Demonstrated use of Alcotest 7410 GLC and found it to be working correctly

Showed to driver '000' result from my breath sample

Driver provides first breath sample, device shows 'xxx' as a result (and resets itself)

Driver provides second breath sample, device shows 'F' as a result

Told driver he is under arrest for: "Operate MV with blood/alcohol concentration over 80 mg." Explained the offence and the charge

RTC U? Ans:

Lawyer? Ans:

CC U? Ans:

BSD – B/IT? Ans:

Out of cruiser, handcuffed, searched

PC X arranged for removal of the MV

Driver placed in back of cruiser

Note who took possession of the MV and care of the passengers (if any)

E/R to det

At det, 10-7

Asked driver if he wanted to speak to a lawyer? Ans:

Explained and offered the driver to speak to a DC? Ans:

PC Jack places a call for lawyer/DC

Lawyer/DC Name returns call

Driver on the phone in booth with lawyer/DC

Provided grounds to Breath Tech

Driver completed call with lawyer

Are you satisfied? Ans:

Custody to Breath Tech

Breath Tech reads caution U? Ans:

Breath Tech reads second caution U? Ans:

Breath Tech demands BSD – Intoxilyzer Test U? Ans:

First sample: registered reading: XXXmg of alcohol in 100ml of blood

(did not meet pressure requirements)

Driver lodged in cell #:

Second sample: registered reading: XXXmg of alcohol in 100ml of blood

Breath Tech returns driver into my custody

Driver lodged in cell # to complete paperwork

Called XXX at xxx-xxx-xxxx to advise come get driver

Driver released on PTA with OIC Undertaking

Comments from driver

Cooperative/disrespectful, blames oneself/officers for what happened, takes/abstains from responsibility, what happens with my job now?

Guidelines – Motor Vehicle stop info

MV stop – offence (or routine check)

10-20:

X/B:

Last, First, Second

DOB:

Address:

DL #:

Ins Co & Pol #:

Veh: make, model, year

Lic #:

MTO:

CPIC:

Investigator Demands:

SFST demand (Standard Field Sobriety Tests) Section 254(2): I demand that you perform physical coordination tests and that you accompany me for the purpose of performing such tests. Do you understand?

DRE Demand (Drug Recognition Evaluation - reasonable grounds of impairment by drug or combination of drug and alcohol) Section 254(3.1): I demand that you submit to an evaluation conducted by an evaluating officer to determine whether your ability to operate a motor vehicle is impaired by a drug or a combination of a drug and alcohol, and that you accompany me for this purpose. Do you understand?

V2 was N/B on R1 traveling at the reported speed. V1 was W/B on R2 traveling through the intersection. V1 failed to stop at the stop sign and collided with V2. After the impact V1 lost control, spun around, and struck a concrete pole on the N/W corner.

Guidelines – Speeding ticket:

| | | |
|--------|--|----|
| Radar | Decatur Genesis II Directional, mode ↑↓, single/dual antennae, s/n XXX-XXXXX | |
| T | RTAPMI - PWO | |
| | Both front/rear antennae correlate with s/p @ XX k/h | |
| | ... | |
| T | MV stop – | |
| 10-20 | ... X of ... | |
| 10-13 | | |
| R/A | SONL (straight on level) / SOH (straight on hill) COL (curve on level) / COH (curve on hill) | |
| Post/S | XX k/h | |
| C1 | X/B / position / in lane XX | |
| V1 | Obs MV X/B TFTP SL in lane XX (traveling faster than posted speed limit) | |
| | Obs MV ↑ XX k/h (observed traveling at a speed higher than the posted XX km/hr zone) | |
| V1 | LMVITORORB (lone MV in the operational range of radar beam) | |
| C1 | AFAITM / ARAIAM + TMVOR (activated front / rear antennae in towards /away mode) + (tracked MV on the radar) | |
| C1 | P/S S/P XX km/h | |
| | VRPSAS / PSCWS (verified radar patrol speed against s/p) / (patrol speed consistent with s/p) | |
| V1 | ITROROO / AIBTCHAT / EFTR / CWVO (in the radar optimal range of operation) / (as indicated by the clear high audio tone) / (emanating from the radar) / (consistent with visual observations) | |
| V1 | C/S XX k/h | |
| | L/S XX k/h | |
| C1 | U-stop (U-turned, pursued, never lost sight of V1) | |
| V1 | POVEL (pulled over via emergency lights) (+siren) MTPO (motioned to pull over) | |
| V1 | Prov, Lic# 123 ABC, year, make, model, color | |
| | D1 | P1 |
| | P2 | P3 |
| D1 | Idd via / valid Prov photo DL / verbally and verified via PCC | |
| D1 | Last, First, (DOB) | |
| D1 | Advised that | |
| D1 | PON # issued for ... | |
| D1 | Was advised/warned/informed for/of ... | |

| Code | TWP |
|------|---------------------------|
| 1101 | Asphodel-Norwood |
| 1102 | Douro-Dummer |
| 1103 | Galway-Cavendish-Harvey |
| 1104 | Havelock-Belmont-Methuen |
| 1105 | Smith-Ennismore-Lakefield |
| 1106 | Cavan-Monaghan |
| 1111 | Otonabee-South Monaghan |
| 1121 | North Kawartha |

Guidelines – Seatbelt Enforcement:

On Monday, February 30th at approximately 08:30 am while conducting stationary traffic enforcement at Ward St. in Bridgenorth and positioned on the right shoulder, I observed a motor vehicle, Ontario licence plate number ABCD123 proceed onto the ramp. Further observed from a distance of approximately 10 feet, two straps (and a silver fastening buckle) hanging vertically to the left and rear of the driver's left shoulder. My view was clear and unobstructed. As the subject motor vehicle approached my location, I

1. Continued to maintain this observation
2. Observed the driver grabbing for the seatbelt assembly

I motioned the driver to stop. The driver identified

1. With a valid Ontario photo D.L. as John Smith of 666 Ennis Road in Ennismore with a date of birth of 31-Dec-60.
2. Verbally as ...

No medical reasons were given by the driver for failing to wear the seatbelt assembly. Subsequently, a P.O.T. was issued for Driver – Fail To Properly Wear Seat Belt contrary to section 106(2) of the HTA. The seatbelt was fastened upon departure. The roads were dry, the traffic was sparse, and the weather was sunny and clear.

Smith-Ennismore-Lakefield Township, Peterborough County.

Your position in relation to the suspect vehicle.

What you were doing when you made this observation, i.e. looking for seatbelts.

Clear unobstructed view

What you saw, i.e. buckle, belt vertical, no belt across chest, etc.

You pursued directly after and never lost sight of the vehicle.

Observed jerky movement of the vehicle.

Belt on when stopped?

Dispute?

Passenger?

Anything in the vehicle to confuse your observation

Weather and traffic conditions

Guidelines – Note taking:

Refrain from making judgments until you have collected all the facts

Sun 30 Feb 09
@ Ptbo det / 10-19
Email read / Dars / Follow-up
Advised by PCC/Sgt/PC of ... X minutes old
ATS = @ scene
10-8 from scene
Shift prep/briefing
Continued with...
Completed X brief SP0905xxxx
Produced ownership + insurance but his DL was at home
Party cautioned/warned
PC X will/have attend the address
With 11302 on Cty Rd 28 doing...
Negative results
Obs M/V proceed straight through stop sign w/o stopping
Obs a P/K truck just off the road
Advised PCC 10-92 for 253 for test
Followed P/C X to 10-19
Care and control of subject to P/C X
P/C X OIC for this occurrence
Advised by Sgt Flindall to take 10-50 PI call
as there are no other units available
Single vehicle in east ditch on its roof facing west
Took a stmnt (i.e.LE-145) from X
Fire was paged @ T
Next on list tow dispatched
Spoke to driver/cmpl/witness X
Person X arrested for breaching his conditions on Peace Bond
RTC read from issue card U? Yes
Lawyer? Yes, Dave McFadden is my lawyer
Caution read from issued card U? Yes
Intoxilyzer demand read from issue card
Odor, signs of impairment, D1 advised
10-92 handcuffed + placed into cruiser
10-08 from hospital
Lodging of 10-92
Patrol Cty Rd 36
Eggy's Car Care
Cruiser Gassed up @ Pioneer Lansdowne St E, \$xx
Report put on RMS
Male, female signs
NOK- next of kin
RO- registered owner
R/C – radio call
AIO – all in order
NFA – no further action

Guidelines – Call clearing:

Reportable/Non-reportable, 12690, See report.

ATTENDED, SPOKE WITH CM/CALLER, 911 SPEED DIAL WAS PRESSED IN ERROR, AIO, NFA.

SINGLE/TWO-VEH PI/PD MVC, TOWED BY, HTA CHARGE LAID, TR ON FILE.

AREA PATROLLED, SUSPECT VEHICLE NOT OBSERVED, NEG RESULTS.

AREA PATROLLED FOR ANY WITNESSES.

ALL UNITS OUT OF POSITION.

JOHN DOE FOUND BREACHING HIS PROBATION, MALE STILL OUTSTANDING.

COTTAGE BURNED DOWN TO FOUNDATION, OWNERS ENROUTE, NFA.

MONEY TAKEN FROM UNLOCKED VEH SOMETIME OVER, NO SUSPECTS, SR

VERBAL DOMESTIC ONLY, MALE PARTY LEFT RES TO STAY AT FRIEND'S HOUSE, SR.

DOMESTIC OCCURENCE, ONE MALE 10-92, SR.

MALE DRIVER CHARGED WITH POSSESSION UNDER, PASSENGER SERVED NOTICE OF SUSPENSION, SR.

VEHICLE STOPPED, OPEN ALCOHOL, DRIVER CHARGED/MALE ARRESTED, SR.

TRAFFIC STOP, SMALL AMOUNT OF MARIJUANA AND PARAPHANELIA SEIZED, SR.

TRAFFIC STOP, DRIVER FAILED SFSTs, REFUSED BREATH TESTS. ARRESTED, CHARGED, SR.

ONE FEMALE APPREHENDED UNDER MHA, SR.

MALE DRIVER ISSUED X2 PART 3, COURT DATES 13 JULY, DRIVER ARRANGED OWN TOW, SR.

PREMISES ENTERED, TIME/UNKNOWN WHEN, DOOR/WINDOW PRIED OPEN, DOES NOT APPEAR TO BE ANY FORCED ENTRY, UNABLE TO SECURE BUILDING, [UNKNOWN] WHAT WAS TAKEN OR DAMAGED, PARTY CONTACTED.

B&E TO PREMISES, PROPERTY STOLEN, SOMETIME OVER, SR.

GRADE 3 STUDENT OUT OF CONTROL PUSHING OTHER STUDENTS, HAD TO BE RESTRAINED BY CHILD AND YOUTH WORKERS. ALL CALM NOW, CHILD TAKEN HOME BY MOTHER, C.A.S. NOTIFIED.

Guidelines – General Investigative Questions:

| | |
|---|--|
| <p>Who? <i>(in relation to persons connected with the offence)</i> Who is the victim? Who is the accused? Who is an accessory? Who are witnesses? Who made the statements or gave information that could be relevant? Who turned over evidence to the police? Who was at the scene? Who else has been told about the offence? (family member, relative, friend, clergy, etc.)</p> | <p>Who? <i>(in relation to investigators participating in the investigation)</i> Who responded to the call? Who conducted the investigation? Who preserved the scene? Who conducted the search? Who obtained the evidence? Who took custody of the evidence? Who interviewed each witness? Who checked out possible leads? Who notified another officer or agency? Who dusted for fingerprints (or executed any other technical job)?</p> |
| <p>What? What offence was reported? What is the source of information? What damages were inflicted / received? What observations did you make? (see, hear; weather/lighting conditions) What was the condition of the victim? What was the condition of the accused? What statements were made by the victim? What statements were made by witnesses? What statements were made by the accused? (include responses to cautions and rights to counsel)</p> | <p>What? <i>(in relation to the evidence)</i> What evidence was obtained? What evidence could not be obtained?</p> <p>What? <i>(in relation to enforcement action)</i> What action was taken? What officers were notified? What agencies were notified? What further action is indicated?</p> <p>What did you do?</p> |
| <p>When? <i>(in relation to the crime/occurrence)</i> When was the offence reported? When was the offence discovered? When was the offence committed? (in relation to persons connected with the offence) When was the accused observed at the scene? When did the accused leave the scene? When did the accused arrive? Leave? When did the victim arrive at the scene? When did the victim leave? When was the victim removed from the scene? When was the victim last scene? When did witnesses arrive? Leave?</p> | <p>When? <i>(in relation to police action)</i> When did the officer arrive at the scene? When did the officer contact the victim and take a statement? When did the officer obtain each item of evidence? When did the officer notify another officer or agency? When did assisting officers from other agencies arrive at the scene? When did the officer receive a report from assisting officers? (such as a report from the technician in the crime laboratory) When did you inform the accused of his/her rights? When was the accused charged?</p> |
| <p>Where? <i>(in relation to the offence)</i> Where was the offence committed? Where was the offence discovered? Where was the offence reported?</p> <p>Where? <i>(in relation to persons connected with the offence)</i> Where was the victim? Where does the victim reside? Where did the victim go (or where was he/she removed to)? Where was the accused? Where does the accused reside? Where were the witnesses? Where do the witnesses reside?</p> | <p>Where? <i>(in relation to the evidence)</i> Where was the evidence obtained? Where was the evidence marked? Where was the evidence stored? Where did the investigator interview the victim? Where did the investigator interview the witnesses? Where did the investigator apprehend the accused? Where did the investigator inform the accused of his/her rights? Where did the investigator take the accused into custody? Where did the accused make the statement?</p> |
| <p>How? <i>(in relation to the offence)</i> How was the offence committed? How was the offence discovered? How was the offence reported?</p> <p>How? <i>(in relation to persons connected with the offence)</i> How did the victim get to the scene of the offence? How did the victim get to the scene of discovery? How did the victim get to the hospital? How did the accused commit the offence? How did the witness happen to be on the scene?</p> <p>How? <i>(in relation to the accused)</i> How did the accused respond to police cautions and right to counsel?</p> | <p>Why? <i>(in relation to the offence)</i> Why was the offence committed? Why was the offence reported? Why was there a lapse of time between the committing of the offence and the reporting of the offence? Why was there a lapse between the reporting of the offence and the arrival of the investigator?</p> <p>Why? <i>(in relation to the accused)</i> Why did the accused commit the offence?</p> <p>Why? <i>(in relation to others involved)</i> Why was the witness at the scene? Why was a witness eager, or willing, or hesitant to give information? Why was the victim moved from the scene?</p> |

Guidelines – Fingerprinting:

Peel the pre-inked fingerprint strips apart exposing the pre-inked sides. Tape the strips down along the front edge of your working surface and use them to ink the subject's fingers.

Ask the subject to wash their hands thoroughly with warm water and soap. Even if the subject's hands are clean to begin with, the warm water and soap will cause the ridges to swell and assist in recording fingerprint details.

Hands should be dried on a cloth towel, as paper towel may leave residue on the finger pads. If paper towel is all that is available, have the subject pat their hands dry.

Place the ink strip on the stand with tape and the form into the form holder. The top two rows on the fingerprint form are for the individual rolled impressions of each finger, left and right hands. Rolled impressions should record the individual finger as rolled from one side to the other.

Advise the subject that it is imperative that they not try to assist you in any way, that you will do all the work. Tell them to relax and not watch what you are doing. Advise the subject that it is important that you will continue taking fingerprints until you are happy that you have the best set.

Put rubber latex gloves on your hands to avoid catching infectious diseases.

Stand directly in front of the fingerprint stand, with the subject slightly behind you and to whichever side you find most comfortable. Grasp their hand tightly with one hand taking control of the hand and wrist movement. With the other hand, hold the finger or thumb to be recorded with the thumb and forefinger of your hand. You must have complete control of hand movement.

Apply the finger or thumb to the ink and roll smoothly from one side to the other, inking almost to the second joint. Apply the impression then in the appropriate box by rolling the finger from one side to the other with moderate pressure and a smooth motion. Rotate a finger away from the thumb and thumb away from the fingers. Otherwise, you will find that the arm, when rotated from the thumb up to downwards and inwards toward the body becomes quite tense, but when rotated the opposite direction becomes loose and easier.

Guidelines for recording rolled impressions:

- The crease at the joint should be just above the bottom line in the box.
- The finger should be at right angles to the bottom line in the box.
- None of the impressions should roll out into an adjacent box.
- The final impression will usually be "square" in appearance.

Guidelines for recording plain impressions:

- Have the subject hold their hand with four fingers held loosely together and outstretched.
- Press the fingers together onto the ink strips with moderate and even pressure, inking up to the second joint.
- Apply the fingers in the same fashion to the appropriate location on the fingerprint form.
- Record the thumb in a separate operation without rolling.

Guidelines for recording palm impressions:

- The entire palm is recorded, including the recessed area in the centre of the hand. All of the fingers are completely recorded.
- Have the subject hold their hand outstretched toward you.
- Using the rubber roller, apply ink as evenly as possible over the entire surface of the palm including the fingers.
- The form used for recording palm impressions should be laid flat on a piece of rubber backed carpet, with the foam rubber side facing up.
- Place the hand gently onto the paper and with your free hand place moderate pressure onto the subject's hand pressing the centre of their palm onto the paper.

Guidelines for recording amputation or deformed fingers:

- If a hand or certain fingers are amputated or deformed to such an extent that they cannot be recorded on the form, this should be noted in the blank spaces on the form that they would have normally occupied. In the case of permanent deformities, the date of the event should be recorded, i.e. amputated 15FEB02.

Guidelines – Sudden Death:

Investigative Considerations (make detailed notes) upon pronouncement of death:

- Name, address, DOB of the deceased?
- Time, day, date and place of death?
- When last seen alive? By whom?
- Colour, lividity, pallor, sweating, rigor?
- Evidence of illness/neglect, external marks?
- X-Rays, post mortem? Family MD's name?
- Alcohol/tobacco/drug consumption?
- Room description (house, apartment, motel)?
- Temperature/humidity?
- Identity of MD confirming death?
- Number of persons in dwelling at time?
- Visitors/friends/relatives?